



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON HEIDELBERG
UNIT 29237
APO AE 09102-9237

IMEU-HEI-PLO

18 April 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Heidelberg (USAG Heidelberg) DPTMS Staff Memorandum # 28A, Procedures for Non-Combatant Evacuation Operation (NEO) Programs

This memorandum expires two years from date of publication

1. References:

- a. USAREUR Regulation 10-20, USAREUR Base Operations, 9 Aug 01.
- b. USAREUR Regulation 525-27, Noncombatant Evacuation Operations, 24 Oct 95.
- c. USAREUR Message 081714ZJAN99, Change to USAREUR Noncombatant Evacuation Operations Program.

2. Subordinate Garrisons of USAG Heidelberg will implement the following NEO procedures:

- a. NEO coordinators and representatives will have a minimum grade of Sergeant (E5). Specialists may serve as alternate unit representatives.
- b. The Garrison standard for NEO database information is the Web-Based NEO Information System (WEBNIS) located at the following URL: <https://www.neo.areur.army.mil>
- c. Garrisons will assist tenant units with the input of NEO information into this system.
- d. In accordance with USAREUR Regulation 525-27, Garrison Commanders will ensure NEO Coordinators train and inspect Unit NEO Representatives (UNRS).
- e. Unit commanders may appoint and train a Non-Commissioned Officer to serve as UNR should both primary and alternate UNRS be deployed.

4. Point of contact for this memorandum is the USAG Heidelberg DPTMS, DSN 373-1330/7451.

/s/
FREDRICK LEHMAN
Deputy to the Commander

DISTRIBUTION:

A